



# Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**\*\* PLEASE PRINT CLEARLY \*\***

## Applicant Information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ Are you legally eligible for employment in the U.S.? \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_

Have you been convicted of a crime?  Yes  No If yes, state the nature of the offense and disposition of the case. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

\_\_\_\_\_

How did you find out about this job?  Newspaper  Employee  Walk-in  Radio  Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

## Employment Information

Are you seeking full time or part time employment? \_\_\_\_\_ Desired Wage: \_\_\_\_\_

Please enter your availability below, be as specific as possible:

	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Day							
Night							

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

## Education (circle highest level achieved)

Secondary: 9 10 11 12 G.E.D College: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_ Location of School: \_\_\_\_\_ Degree & Major: \_\_\_\_\_

Are you currently a student? \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Work History (please begin with most recent)

1. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_
2. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_
3. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_
4. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_

**For references purposes:** Have you worked for any of these organizations or attended school under a different name? \_\_\_\_\_

If yes, give name and organization(s) \_\_\_\_\_

**May we contact the employers listed above?** \_\_\_\_\_ If not, list the employers you do not wish us to contact and why:

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